



DBE NEWS

Idaho Transportation Department

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Liz Healas, Editor

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Happy New Year!

DBEs, please take a moment to review your Federal Fiscal Year 2005 supportive services benefits. They start this month and run through September 2005. Take advantage of them — don't let them go to waste!

Professional & Technical Skills Development

FREE ISBDC Workshops Idaho DBE firms may attend an Idaho Small Business Development Center (ISBDC) training class **FREE OF CHARGE**, courtesy of DBE Supportive Services.

This non-transferrable offer even includes multi-session courses such as the NxLevel Entrepreneurship Business Planning Series, and is available either to the DBE owner or one of the DBE firm's key employees.

The ISBDCs, located statewide, offer excellent classes on many topics dealing with business management and associated software. For a listing of classes available in 2005, visit the ISBDC's website at www.idahosbdc.org.

50% Training Reimbursement With pre-approval from DBE Supportive Services, DBEs independently pursuing professional, technical or management skills training may receive 50% reimbursement of registration and materials fees — even related traveling expenses — up to \$300 per federal

fiscal year. (*This offer is also open to the firm's key staff.*)

Marketing Allowance DBEs also have a \$250 reimbursement allowance for marketing-related expenses such as advertising, graphic design and printing, website design and publishing, promotional giveaways, mass mailings, travel expenses related to proposal presentations, etc.

Hardware/Software Rebates DBEs may apply for up to \$100 in rebates for costs connected to the purchase of computer software or hardware, including system upgrades.

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The Disadvantaged Business Enterprise (DBE) Supportive Services Program is designed to assist minority, women and disadvantaged business owners in developing and promoting their businesses in the highway construction industry. It was created by the U.S. Department of Transportation and is administered by the Idaho Transportation Department with the funding and oversight of the Federal Highway Administration. Any concerns regarding the administration of this program should be directed to Julie Caldwell, EEO Contract Compliance Officer, or Karen Sparkman, EEO Manager, at the Idaho Transportation Department.

DBE Supportive Services

Liz Healas, DBE Supportive Services Coordinator
ehelas@itd.state.id.us

(208) 334-8567

Debby McCarthy, DBE Supportive Services Assistant
dmccarth@itd.state.id.us

(208) 334-4442

NEW
Facsimile Machine
Toll-Free Number

(208) 332-4190

(800) 634-7790

Visit us on-line at www.itd.idaho.gov/civil/external.htm

Office Location & Mailing Address:

3311 W. State Street, Rm 207 / PO Box 7129, Boise, ID 83707-1129

(Office Hours are 8am - Noon, 1pm - 5pm, Mountain Time)

Notice: All state offices, including the Idaho Transportation Department, will be closed Thursday, November 11 in observance of Veterans Day, and Thursday, November 25 in observance of Thanksgiving.



Where in Idaho is this? Hint: Designed by one of Brigham Young's sons, this imposing Romanesque historical landmark was built in the 1880s by skilled local craftsmen. Swiss stone masons cut and carved red sandstone hauled from a canyon 18 miles away. In winter, sled loads of rock were pulled over ice across Bear Lake. After a century of use, this unaltered monument remains as a reminder of pioneer achievement.

[Answer to the September Issue: **Charcoal Kilns** in Lemhi County.]

Salmon Valley Business & Innovation Center

One of the newest incubators to open in Idaho is the **Salmon Valley Business & Innovation Center (SVBIC)**. It is located at 803 Monroe Street in Salmon, Idaho.

The SVBIC is a combination training center and business incubator. Like most incubators, the SVBIC offers many advantages to small start-up businesses such as a reduced rate for rent,

By Debby McCarthy
DBE Assistant

minimal fees for the use of office equipment, copier and fax machine, and a receptionist for the building.

The SVBIC also offers business counseling; its board members are experienced in the business sector and are willing to help start-up companies.

The SVBIC project was developed as a means to encourage new business growth in the community while creating greater employment opportunities for residents of the Salmon Valley.

Its objective is to help new and relocating businesses become suc-

cessful by providing capital cost reductions during their "start-up" phase, in the form of lease rate discounts, shared office equipment and resources, and business development assistance.

Current SVBIC tenants include Channel Blend, a call center for inbound calling, and Insight

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DBE Update

DBE Contact Info Changes



Beck Consulting has a new e-mail address:
barbbeck@cablemt.net

Herculean Concrete Systems, Inc. has relocated. The new address is:

845 W. Rollins Street, Boise, ID 83706

Quality Materials Testing has all new contact information:

2929 Wildwood Street, Boise, ID 83713

Phone: (208) 941-2894 FAX: (208) 376-5162

Performance Systems International Inc. has changed its name to **Performance Systems Inc.**

Hough, Beck & Baird's New Promotions

Hough Beck & Baird recently promoted **Fred Beck** to senior vice president. He continues to oversee and direct project designs, quality control, and the company's marketing strategies. He is a founding partner of the firm.

Juliet Vong was promoted to vice president. In her new role, Vong is responsible for project management and marketing, and is working on several projects in Bellingham and Pierce County.

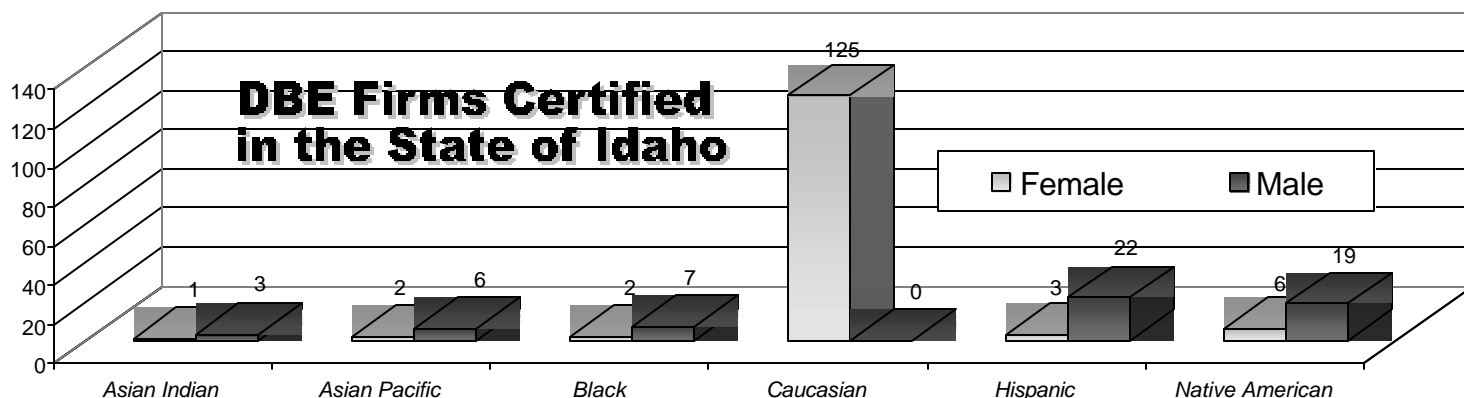
Dean W. Koonts was promoted to associate. Koonts is responsible for project management, design, and development, and is working on planning projects in Kenmore and Pasco.

As firm principal and project manager, **Colie Hough-Beck** oversees the firm and is working on several projects with the Port of Everett and planning projects in Washington and Idaho. **Jim Howard** is senior associate working on several transportation projects for King County and on sustainable campus master planning for Lake Washington Technical College.

Hough Beck & Baird is a landscape architecture, urban design and planning firm with projects throughout the Pacific Northwest and Alaska.

Our congratulations go out to Rebecca **Elmore-Yalch**, CEO/President of Northwest Research Group, Inc. Rebecca was among five finalists for the Women's Business Center 2004 Woman Entrepreneur of the Year Award. Candidates are chosen for their business success, leadership skills and community involvement.

(The Woman Entrepreneur of the Year Award is announced at the Women's Business Center's and the Idaho Business Review's annual gala event.)





Newsroom

New Online 8(a) Application

**Certification Process Should Be Easier &
Less Costly for Companies**

<https://sba8a.symplicity.com/applicants/guide>

Last month, the US Small Business Administration unveiled a new electronic online application that will make it easier, faster and less expensive for small companies to apply for 8(a) Business Development and Small Disadvantaged Business certification directly from the SBA's website.

Announced at luncheon during Minority Enterprise Development (MED) Week by SBA Administrator Hector V. Barreto, the new automated application will substantially reduce the time and cost burdens imposed on small businesses applying for certification.

"The newly launched 8(a) on-line application will allow small businesses to apply for 8(a) and SDB certification directly from the SBA's website, and ensure more small businesses are able to successfully compete for federal contracting opportunities," Barreto said. "This user-friendly application represents another accomplishment of this Administration in developing e-Gov tools that make access to information less cumbersome for small business."

The SBA's 8(a) Business Development Program helps small businesses owned, controlled, and operated by socially and economically disadvantaged individuals by providing management, technical, financial and federal contracting assistance with the aim of helping these entrepreneurs create viable businesses. About 8,300 companies are presently certified in the 8(a) program. During FY 2003, \$9.56 billion in federal contracts were awarded to companies participating in the program.

The application is 100 percent Web-based, allowing

applicants to apply without downloading any software or plug-ins, replacing a four-page written application that required substantial supporting documentation. The online application incorporates features including context sensitive help, real-time validation, printer-ready versions and integrates with the Central Contractor Registry (CCR).

NAWIC Hosts "Autumn Nights" Dinner Auction

Boise Chapter #245 of the National Association of Women in Construction (NAWIC) will be hosting its 14th Annual Dinner Auction on November 13 at the Grove Hotel in downtown Boise.

Proceeds will benefit female scholarship recipients in construction-related fields from Idaho colleges, construction education donations and community projects.

Doors open at 6:00pm; dinner is served at 7:30pm.

Registration deadline is November 5th. Please contact Kristy Wade at (208) 338-5973 or (208) 939-3304 or register online at www.nawicboise.org. The cost is \$55.00 per person.

New FMCSA Rule In Effect

**Minimum Safety Performance History For
Hiring Commercial Truck & Bus Drivers
Will Be Required**

Last April, the US Department of Transportation's (USDOT) Federal Motor Carrier Safety Administration (FMCSA) finalized a rule designed to help

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(NEWSROOM, Continued from page 4)

motor carriers hire commercial truck and bus drivers with the best possible safety records. The rule requires both employers to review candidates' professional driving safety records and former employers to make that information available to prospective employers.

By enabling prospective employers to obtain and use more complete driver safety performance information, this rule will help employers better assess the potential safety risks of prospective new driver-employees.

Therefore, **starting October 29, 2004**, previous employers must respond within 30 days to information requests about their ex-drivers from prospective employers investigating applicants. Previous employers will be required to go back three years to confirm employment and provide other information about employees such as crash involvement, alcohol and controlled substance violations, rehabilitation efforts, and reversion to illegal alcohol or controlled substances if rehabilitation was unsuccessful.

Prospective employers are required to advise driver applicants that they have the right to review, request correction, or refute what a previous employer provided in the driver's safety history. The rule also limits the liability of those required to provide and use driver safety performance information.

Complaints about failures to comply with this rule will be investigated by FMCSA. Carriers failing to comply will be cited, and may be subject to civil penalties. To read the final rule, go to www.gpoaccess.gov/fr/index.html and search for 49 CFR Parts 380, 390 and 391.

Busted! **Tales from the OIG**

Missouri Paving & Construction Firm and Vice President Indicted for Bid-Rigging on a \$7 Million Highway Project

Ashland Paving and Construction (APAC-Missouri, Inc.), a wholly-owned subsidiary of Ashland Oil, Inc. and its Vice President, Donald G. Mantle, were indicted in August by a Missouri federal grand jury with conspiracy to rig a bid for a \$7.1

million contract let by the state of Missouri for a highway construction project.

The indictment charges that the conspirators agreed not to compete on the highway construction contract, let in July of 2000, by designating that APAC-Missouri, Inc. submit the lowest bid. In exchange, APAC-Missouri, Inc. would then subcontract a portion of the project to the co-conspirator. This investigation is being conducted by OIG in cooperation with the Missouri Department of Transportation.

Note: As in any criminal case, a person is presumed innocent unless and until proven guilty. The charges filed merely contain allegations of criminal conduct.

Conduct Market Research at StartupJournal.com

The Wall Street Journal operates www.StartupJournal.com — an information and research site for entrepreneurs. Browse the site's online database of thousands of businesses and franchises for sale, how-to articles, business plan tools and a trademark search engine. Look for new information daily!

SBA Business Matchmaking Goes On-Line in 2005

The US Small Business Administration (SBA) and the HP Small Business Foundation announced on September 29 the expansion of the highly successful Business Matchmaking initiative to include an innovative, nationwide, 24-7 "on-line Business Matchmaking" and counseling component to the venture.

Business Matchmaking is a public-private sector contracting initiative made possible through a cooperative agreement between the SBA and the HP Small Business Foundation. Business Matchmaking has so far created more than 20,000 one-on-one appointments between small business owners throughout the country and purchasing representatives from federal, state and local government agencies along

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with dozens of the country's largest corporations.

"Our success in creating important new relationships and facilitating more than \$20 million in contracts for small business this past year warrants both a continuation of these opportunities and creation of an expanded on-line procurement network," said SBA Administrator Hector V. Barreto.

On-line Business Matchmaking will be rolled out in three phases. The first, or pilot, phase will start in January 2005, and will consist of on-line training workshops. These will take place in Phoenix, AZ; Tampa, FL; Albuquerque, NM; Kansas City, MO; and Denver, CO.

Phase two will be the start of actual on-line Matchmaking in March 2005 in the above-mentioned cities. Small business owners will be guided into appointments with buyers from state, local and federal government agencies as well as large corporations who have agreed to deal directly with pre-qualified smaller firms on procurement opportunities. In September 2005, on-line Business Matchmaking will be rolled out nationwide and is expected to reach tens of thousands of small businesses who have not previously had access to similar procurement opportunities.

Later this year, the location of four major regional face-to-face Business Matchmaking events will be announced. The events will bring approximately 5,000 small business owners together with hundreds of public and private sector buyers and will be held in key Western, Southern, Midwestern and Eastern cities. In addition to the buyer-seller meetings, these events generate substantial numbers of appointments with counselors from SCORE, Small Business Development Centers and the SBA itself.

SBIR Program is Staffed Courtesy of INEEL

Rachel Hall, a former Idaho National Engineering and Environmental Laboratory (INEEL) employee, joined the staff of the Idaho Office of Science and Technology last month. Hall, who worked

at the US Department of Energy's Idaho Falls site for several years managing environmental cleanup, will function as a "loaned executive", coordinating the Small Business Innovative Research Grant Program for the state while still having her salary paid by INEEL for one year.



*SBIR Program Manager
Rachel Hall*

The Idaho Office of Science & Technology was created by Governor Dirk Kempthorne during the 2004 Legislative Session. Housed within the newly merged Departments of Commerce and Labor, its mission is to assist science and technology-oriented businesses.

Kempthorne also called for a statewide effort to build up the Small Business Innovative Research (SBIR) Program. SBIR grants are competitively awarded to small businesses for building research toward the product stage. However, Idaho lags behind other similar-sized states in the number of SBIR grants its businesses receive each year. More than \$1 billion in SBIR grants are available each year, but in 2002 Idaho businesses received less than \$900,000, putting Idaho in the bottom third of all states competitively.

Knowing of the need to compete for these federal grant dollars, "We were looking to expand our resources, but we didn't have a way to add staff," said Karl Tueller, executive director of the Office of Science and Technology. A discussion between Tueller and Elizabeth Sellers, Idaho Operations Manager for the Department of Energy, led to Sellers "loaning" the executive staff position to the State of Idaho to manage the SBIR Program.

COMING UP NEXT MONTH ...

is the **National SBIR/Small Business Technology Transfer (STTR) Conference and Small Business Tech Expo** in Boise, on November 1 through the 4. The conference will help entrepreneurs understand the process for applying for grants that come from more than a dozen federal agencies, including departments of Agriculture, Defense, Education, Energy and Homeland Security (*see page 8*).

(BENEFITS, Continued from page 1)

Professional Membership Rebates DBEs can apply for up to \$200 in professional, technical and trade membership rebates (limited to DBE owners only).

One-on-One Counseling & Assistance Upon referral from the DBE Supportive Services Coordinator, DBEs may meet one-on-one with contracted consultants for coaching in contract bidding, negotiation, project management or cost accounting.

DBE Lending Library Firms may borrow from a library of videos, audiotapes, books and publications. Topics include highway construction safety, equipment operation, contracting practices, bidding and negotiation, customer service, and other topics.

Procurement Opportunity Notification

Non-Bidder's ITD Plans & Specifications DBEs interested in bidding on any ITD highway construction project as subcontractors may obtain a set of plans and specifications at no charge from DBE Supportive Services.

Invitations to Bid When available, plan sets issued by DBE Supportive Services enclose invitations to bid from prime contractors. Invitations to bid or requests for proposal for both ITD and non-ITD projects are also published on the ITD EEO website at www.itd.idaho.gov/civil/invitations.htm and in the monthly DBE newsletters (depending on proximity to publication date).

Annual Memberships to the Idaho Business Network (IBN) The IBN, a Procurement Technical Assistance Center (PTAC), provides members with daily bid matches in whatever field of work and geographical area they specify. Other IBN benefits include assistance with interpreting Federal Acquisition Regulations (FAR), military and federal standards and specifications; the "Directory of Buyers"; workshops and seminars; and more. Membership is free to firms receiving e-mailed bid matches; however, a \$25 fee is charged to those receiving bid matches by conventional mail. DBE Supportive Services will pay for these fees. *(Available to Idaho Firms only.)*

Non-ITD Project Listings DBE Supportive Services publishes project notices from outside the Idaho Transportation Department in its monthly DBE newsletters. Updated listings also may be

provided upon request.

Bonding & Short-Term Loans

USDOT Bonding Program DBE Supportive Services offers DBEs assistance with applying for the USDOT Bonding Program, which is designed to assist DBEs in obtaining bid, payment and performance bonds for transportation-related projects. It provides an 80% guarantee against losses on contracts up to \$1 million. Sureties perform bond approval and issuance.

USDOT Short-Term Lending Program DBE Supportive Services also offers DBEs assistance with applying for the USDOT Short-Term Lending Program (STLP), which provides certified DBEs with short-term working capital at prime interest rates for transportation-related projects. These loans provide revolving lines of credit to finance accounts receivable; the primary collateral consists of the proceeds of the contracts.

Publications

Monthly DBE Newsletters These contain informative articles on resources available to DBEs and small businesses, outside training opportunities, DBE contracting goals, important government regulations affecting small businesses, Invitations to Bid from prime contractors, and much more. A 12-month archive of current and past newsletters can also be found on-line at www.itd.idaho.gov/civil/dbefirms.htm.

DBE Directories A listing of DBEs is printed each quarter for prime contractors and consultants, other government agencies, corporations, and many other recipients. These directories, which are an excellent marketing resource for DBEs, are updated monthly on ITD's website at www.itd.idaho.gov/civil/dbedir.xls, and in other formats as requested.

ITD Standard Specifications for Highway Construction Guide Normally \$30 per copy, these are provided free to DBE firms (*limit of one per firm*).

Out-of-State Certification

Application Assistance When Idaho DBEs are ready to apply for certification in other states, DBE Supportive Services can help with the application process.



2004 Fall National SBIR/STTR Conference & Small Business Tech Expo (SBTE)

November 1-4

Boise Centre on the Grove

At this National Conference, new and aspiring small businesses can learn about the SBIR/STTR Program ... how to apply for it, and what it takes to win some of the \$2 billion in US Government R&D investments. The SBIR Program funds high-risk projects at the earliest stages of technology development – before companies can attract venture capital – and works with you through that development and on into the actual commercialization of your technology!

Whether you are new to the program, have a grant under your belt, or are a multiple award winner, these sessions will help you enhance your participation in the SBIR/STTR Program.

Day One The day starts out with an overview of the Program and updates you need to know. Brief introductory presentations will be made by all participating Agencies to help you identify which Agencies are most likely to match up with your needs. The Networking Luncheon will provide you an overview to which Agencies, companies, and organizations are on-site for future discussions. The afternoon is devoted to Expanded Presentations by the participating Agencies. These sessions will be presented in three tracks. Day One wraps up with a Networking Reception to encourage interaction between attendees, Agencies, and organizations supporting the Program.

Day Two starts off with formal Orientation sessions: one for New Attendees and Phase I Winners, one for Phase II & III Winners. An expanded, one-hour Networking Break is scheduled here so you can start your conversations with the Program Managers and other participants. The balance of the Conference will be presented in three concurrent tracks. Includes:

- Getting Ready to Write & Putting it Down on Paper – What is the ground work for a successful proposal? What are the Agencies looking for? What you don't know can hurt you!
- Collaboration – A Winning Word – You've got the Phase I, now it's time to build a team. Do you know who you need? Who can help? Do you call "mom"?
- Rural Issues – Living and doing business in less urban areas can create unique concerns and problems, but there may be some advantages! The Good, the Bad, and the Ugly about rural business!
- SBIR and Your Business – Are you set up to move forward from idea to business plan? What do you need to know BEFORE you start to make this a positive SBIR experience? What about reporting, billing rates, accounting?
- Commercialization Plans – What IS involved? Marketing? Presentations? What are the Agencies looking for?
- Budgeting – This is not "your mother's accounting class"! Budgeting to get started is one piece – budgeting to stay afloat is another. How do you plan for supplies and services?
- The Money Food Chain – Equity, Venture Capitalists, Banks, Friends—Where are you going to get your money? Successful strategies and experiences will be shared.
- Evaluating Your Proposal— Will It Make the Cut?—Do you know where and how the evaluations take place? A panel of Agency representatives will provide some of the answers to your questions.

Day Three wraps up the conference with some topics including:

- Partnerships - Intellectual Properties - It WAS Your Idea!!! Do you know how to show them just enough but not too much? Do you know ways to protect your idea and your business? Here are some helpful tips!
- Phase III – Commercializing Your Technology and On to Procurement!—The Government may be the original market but there are no guarantees. What can you expect on your property rights? What about procurement?
- Introduction to Phase II – A look at the whole process. Tips and suggestions to make your transition to Phase II easier. Things to start thinking about when you are writing your Phase I proposal.

Post-Conference BONUS SESSION! "Commercialization Voyage" presented by Patrick Martin, 1-4pm.

Cost is \$425 to attend. To register or for more information, visit
www.sbirworld.com/boise.



Inland Northwest AGC

To register or for more information,
call (509) 535-0391
or visit on-line at www.northwestagc.net

Construction Quality Management for Contractors This course, taught by the Seattle District Corps of Engineers, is required for firms who work with or plan to work with the Army Corps of Engineers. Topics covered will include:

- What is Construction Quality Management?
- Quality Management Planning
- Contractor & Government Responsibilities
- Quality Management During Construction
- Control vs. Inspection

Attendees will gain the ability to work effectively with the Corps of Engineers' construction contracts, the ability to define the function & importance of Contractor Quality Control, the ability to state the contractor's responsibilities for reviewing contract plans and the ability to discuss contractor & government interrelationships. *October 29, 7:30am-4:30pm. Cost is \$55 for AGC Members; \$90 for Non-Members.*

First Aid/CPR Training The goal of this 8-hour course is to prevent injuries & deaths by focusing on safe practices both at work & at home. Once an injury or sudden illness has occurred, effective emergency care can often make the difference between life & death, rapid versus prolonged recovery and temporary versus permanent disability. Students

will receive an intense & complete basic first-aid course and will be issued a first-aid card upon completion of this course, a valuable credential recognized in the construction industry. *November 5, 8am-5pm. Cost for certification is \$45 for AGC Members, \$75 for Non-Members. Cost for recertification is \$35 for AGC Members, \$65 for Non-Members.*

30-Hour OSHA Construction Industry Safety & Health Certification This program is specifically designed to enhance & provide advanced training for graduates of our 10-Hour OSHA course. Our class for supervisory personnel & construction workers covers OSHA policies, procedures & standards, as well as construction & health principles. Topics include scope & application of the OSHA construction standards. Special emphasis is placed on those areas that are most hazardous, using OSHA standards & recent statistics as a guide. Course objectives can be designed for specific contractor needs to include the following topics: Electrical Safety, Fall Protection, Cranes, Motorized Vehicles, Mechanized Equipment, Construction Equipment, Materials Handling, Excavations, Stairways & Ladders, Scaffolding, Toxic & Hazardous Substances, Fire Protection & Prevention, Permit Required Confined Spaces, Personal Protective & Life Saving Equipment, Welding, Cutting & Brazing, Hand & Power Tools. Upon successful completion, participants will receive an OSHA outreach construction safety & health 30-hour course completion card, as well as an AGC certificate of completion. *November 18 & 19, 8am-6pm. Cost is \$125 for AGC Members; \$250 for Non-Members.*

Spokane Business Information Center

To register or for more information,
call (509) 353-2800
or visit on-line at www.spokanebic.org

Basics of Starting a New Business Learn how to start your business with the right legal, tax, insurance & accounting advice. Discover how to start your planning, financial & marketing programs. *November 3, 8am-Noon. Cost is \$25.*

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50% Training
Reimbursement
for DBEs



Up to \$300
During
FFY2005



For Registration,
Materials or
Travel Expenses



Both Owners
& Key Staff
Are Eligible





50% Training
Reimbursement
for DBEs



Up to \$300
During
FFY2005



For Registra-
tion, Materials or
Travel Expenses



Both Owners
& Key Staff
Are Eligible



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Business Plan: A Roadmap to Success Discover why successful businesses operate with a plan & the steps needed to develop your own plan. A SCORE mentor will be assigned to guide you through the process & evaluate your work as you progress. *November 10, 8am-Noon. Cost is \$35 (\$20 for one additional person).*

Principles of Marketing Learn how to focus on generating revenues. Gain insights into the process of identifying prospective customers. *November 17, 8am-Noon. Cost is \$35 (\$20 for one additional person).*

Recordkeeping Basics Gain a better understanding of how & why you keep good business records and the use of financial statements. *November 24, 8am-Noon. Cost is \$35 (\$20 one additional person).*

Spokane Small Business Development Center

To register or for more information,
call (509) 358-7890
or visit on-line at www.spokanebic.org

Financial Management: Records & Reports Balance sheets, profit & loss statements, what do they measure, how do you use them to make business decisions & obtain financing? This class will offer you simple & practical tools to help you understand & use financial statements and identify, evaluate & solve potential problems, using alternative "what if" analysis. *November 1 & 3, 6-9pm. Cost is \$50. (2 people from the same business may attend for the price of 1; 1 set of handouts provided.)*

Recordkeeping with QuickBooks Learn the basics of recordkeeping using a computerized accounting program. Understand how to check the integrity of your accounting records. Prerequisite: Beginning Recordkeeping & proficiency in QuickBooks. *November 2, 6-9pm. Cost is \$35. (2 people from the same business may attend for the price of 1; 1 set of handouts provided.)*

Starting & Operating a Construction Business This class is designed for individuals who are contemplating starting a construction business or

have recently started one. The information presented will be helpful whether your contracting business caters to residential homes or commercial construction. The instructors will cover such topics as bonding & licensing, legal structures, record keeping, standard contracts, travel & subcontractor issues, depreciation, and federal tax issues. *November 2 & 9, 6-9pm. Cost is \$50. (2 people from the same business may attend for the price of 1; 1 set of handouts provided.)*

QuickBooks for Payroll See how this software can help you do your business' payroll with ease. This hands-on class will provide an overview of the basic features & give you an opportunity for practice. *November 4, 6-9pm. Cost is \$35. (2 people from the same business may attend for the price of 1; 1 set of handouts provided.)*

Basic Taxes for Small Business Learn to make taxes more manageable, report federal business income taxes & pay Washington taxes. Save money by knowing what's deductible, what isn't & what records are required. Bring a calculator for hands-on "taxperience". *November 8 & 15, 6-9pm. Cost is \$50. (2 people from the same business may attend for the price of 1; 1 set of handouts provided.)*

QuickBooks for Construction Learn how QuickBooks integrates estimating, time tracking & job costing with accounting & payroll. Get the information you need to successfully manage your construction-related business. Required: Proficiency in QuickBooks. *November 10, 6-9pm. Cost is \$35. (2 people from the same business may attend for the price of 1; 1 set of handouts provided.)*

Prebusiness Workshop This 3-hour introductory workshop covers basic start-up information, including licenses & registrations required, resources that are available, and key information for new entrepreneurs to develop, focus & plan strategies. *November 16, 6-9pm. Cost is \$35. (2 people from the same business may attend for the price of 1; only 1 "Business Resource Kit" will be provided per business.)*

Small Business Marketing Learn to apply the 4 elements of successful marketing. Identify exactly what you have to sell, know what will motivate

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your clients or buyers, choose the right ways to reach them & set up a marketing plan. *November 18, 6-9pm. Cost is \$35. (2 people from the same business may attend for the price of 1; 1 set of handouts provided.)*

Introduction to Construction Bidding Hands-on practice & discussion of job formatting, bid organization, standard cost factors, developing your own cost factors, variable & fixed overhead rates, payroll & other applicable tax factors, and forms of bid presentation. Focus will be on small commercial & residential contracting. *November 23, 6-9pm. Cost is \$35. (2 people from the same business may attend for the price of 1; 1 set of handouts provided.)*

Is Your Business Idea Feasible? This 3-hour workshop helps you evaluate the feasibility of your idea or market expansion through the use of a business plan process. The business plan is used as a tool to evaluate your idea & assist you in making it real. Statistics show that organizations that produce a written plan & continue to update it over time succeed at several times over the national average. *November 30, 6-9pm. Cost is \$40. (2 people per business can attend for the price of 1; only 1 set of materials will be provided.)*

North Idaho College Workforce & Community Education Division (Post Falls)

To register or for more information,
call (208) 666-8009
or visit on-line www.idahosbdc.org

Beyond Stellar Customer Service Providing superior customer service is the single most cost effective way to differentiate your organization from the competition. Learn how to use unforgettable customer service as your primary marketing strategy to grow your business. *October 28, 6-9pm. Cost is \$29.*

Understanding & Managing Different Personality Types Understanding your own personality traits & the traits of those that you supervise can greatly increase your effectiveness as a manager. Discover how easy it is to acquire these needed skills & how to apply them to your unique situation. *Octo-*

ber 28, 6-9pm. Cost is \$65.

Business Presenting: Sell Yourself & Your Ideas with Power and Pizzazz. Learn to love the podium! Confident communication skills are the first & most important responsibility of a successful business person, regardless of the field. You will learn also that this ability transcends business. Grow in ways you never dreamed possible as you learn the basics of self-expression. Learn how to get your message across in a motivational, unforgettable & persuasive way to an individual, a small informal group, a large professional group, or even on a video or via a live performance. Your career will grow as you blossom & develop privately and personally. *4 sessions, Mondays & Wednesdays, November 1-10, 6-8:30pm. Cost is \$49.*

Basic Leadership Skills How do I become a leader? This course will take you through the necessary & basic skills you need to begin your journey into leadership. *November 1, 6-9pm. Cost is \$21.*

Investing for Your Retirement Do you know how much money you will need for retirement? Will your current & planned investments provide needed income? Are your current investments diversified? Do your investments have too much or too little risk? You need enough information now to project a realistic retirement budget & set retirement goals. If you're "50-plus" it's time to explore the financial impact of retirement. Here's your chance to get practical, understandable explanations of investment options, asset allocation & risk management. Class provides unbiased, balanced information with no sales approach. *Thursdays, November 4 & 11, 6-8pm. Cost is \$11.*

Interviewing to Select the Best Interviewing well can help you select an excellent employee, plus stay out of trouble with potential discrimination lawsuits. Knowing how to interview well will also help you the next time you are on the other end of the interview. We will discuss legal aspects briefly & then go into the types of questions to ask, how & why they work, and how to get helpful reference information. You will leave with a list of questions to ask the next time you interview. *November 4, 6-9pm. Cost is \$55.*

(Continued on page 12)



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During
FFY2005



For Registration,
Materials or
Travel Expenses



Both Owners
& Key Staff
Are Eligible





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tion, Materials or
Travel Expenses



Both Owners
& Key Staff
Are Eligible



(Continued from page 11)

Starting a Business in Idaho This workshop will provide Idaho entrepreneurs & new businesses with information to begin operation. It highlights the registration process & the regulatory issues new businesses encounter. *November 5 OR November 19, 9-11am. Cost is \$10.*

Coaching & Motivating What is the responsibility of coaching & motivating others? In this course you will learn how to build a network & a winning team within your organization or work group. Explore ways an effective coach provides for their team or organization. *November 8, 6-9pm. Cost is \$21.*

Change Leadership & Crisis Management What happens when your organization or work group goes through changes? In this course you will look at how to manage workplace change & crisis through effective plans of action, interpersonal & communication skills. *November 11, 6-9pm. Cost is \$21.*

Discipline/Documentation/Firing This workshop deals with the difficult task of dealing with problem employees. This class includes how to work with problem employees and hopefully solve existing problems, how to document all happenings & finally what to do if all your corrective efforts fail. *November 11, 6-9pm. Cost is \$55.*

Small Business with Employees If you have employees, you are responsible for several federal, state & local taxes. Some of these taxes apply to employers, some are levied upon employees, and some apply to both employers & employees. This workshop will cover employment taxes, employment tax forms (including which forms to file & when to file), hiring employees and employees vs. independent contractors. *November 12, 9-11am. Cost is \$10.*

QuickBooks Pro for Windows Learn to use this popular accounting package designed with the small business in mind. Includes setup procedures, customer invoicing & receipts, vendor purchases & payments, payroll & payroll taxes, and generating month-end reports. Class content is designed to provide a basic understanding of QuickBooks & QuickBooks Pro. Bring a floppy disk for saving your data.

8 sessions, Mondays & Wednesdays, November 15-December 15, 6-9pm. Cost is \$141.

Introduction to Computers-Using Microsoft OFFICE This course offers a basic foundation in the amazing capabilities of a computer system, presenting an overview of hardware & software with hands-on experience. Using Windows & the Microsoft Office XP suite, you will learn the basics of Word, Excel & Publisher and review the main features of Access & PowerPoint. Class concludes with exploring the Internet. Textbook included. **Prerequisite:** Basic keyboarding skills. *10 sessions, Mondays, Wednesdays & Fridays, November 15-December 10, 6-9pm. Cost is \$220.*

Meeting the Customer Service Challenge Great customer service determines fate. Whether a company succeeds or fails depends on the level of customer service. No matter how large or complex the business is, it usually comes down to one employee serving one customer one day at the time. This course sets forth to introduce to employees the basic idea of treating customers like guests. *November 16, 6-9pm. Cost is \$21.*

Public Speaking As a Sales Tool : I Would Rather Wrestle a Bear Than Public Speak! Always dreaded, public speaking can be your best marketing tool for your small business. This course will look at the reasons most of us are so scared of public speaking & what you can do about those fears. This course will explore avenues for public speaking as a marketing tool & which elements are necessary for a successful talk. You may even get to practice your speaking. *November 16, 6-9pm. Cost is \$29.*

Ontario BizCenter

To register or for more information,
call (541) 881-8822 ex. 356 or visit on-line at
www.bizcenter.org/ontario/workshops.html

Business Basics: How To Start Your Own Business Thinking about starting a new business? This one-time class will review the basics necessary to every business, be it home-based, retail, construc-

(Continued on page 13)

(Continued from page 12)

tion or service. Learn about business plans, why you should have one & how to prepare one. The workshop will also cover the legal entities of business, licensing, taxes, recordkeeping, financial resources available & marketing. Learn the basics from a successful small business entrepreneur! *November 2, 9am-Noon OR November 16, 1-4pm. Cost is \$25.*

2 Eyes, 2 Ears & 1 Mouth: Problem-solving Strategies Today's hectic business world demands innovation for success, including developing one's own career path. These strategies can be applied to all aspects of a business; as well as for personal growth & leadership skills. Learn how to identify which strategy will create the most profitable return. *November 6, 9am-1pm. Cost is \$79.*

Achieving Leadership Through Team Building "All of us is smarter than any of us", it is said. By building a strong team, effective leaders are able to maximize the contributions of all of their employees. And most effective teams are noted for having strong team leaders. This program will show how to develop teams and use group processes to improve morale & increase productivity. This workshop is excellent for all levels of workers in the team, from front line staff to supervisors. *November 16, 9am-1pm. Cost is \$79.*

Boise Small Business Development Center

For more information, call (208) 426-3875
or visit on-line at www.idahosbdc.org

Marketing on a Shoestring Need to market to your business & don't have the money to advertise on TV or in the paper? We have some simple ideas that can assist you in your marketing efforts without emptying your wallet. *November 9, 3-5pm. Cost is \$45.*

Beginning Business Workshop This class is an intensive 1-day seminar for the absolute beginner at small business. We will cover how to decide on and set up your legal entity, pay taxes, write a business plan & market your new business. *November 13, 8:30am-4pm. Cost is \$45; includes boxed lunch.*

Business Website Design Anyone can design a website, and it seems that everyone has. But an effective business website that attracts customers takes skill and knowledge. This class will help you find the knowledge and some of the skills needed to design a business website that attracts business. *November 18, 6:30-8:30pm. Cost is \$39.*

Idaho Business Information Center (BIC)

To register or for more information,
call (208) 334-1696 ext. 236
or visit www.bizinformationcenter.org

Business Loan Briefing The BIC & Small Business Administration (SBA) jointly offer **FREE** Business Loan Briefing Seminars. Get your questions answered, learn what lenders look for, what financing programs are available & what resources exist. An SBA Loan Officer will be glad to visit one-on-one at the end of the program. *November 3 OR 17, 11:45am-12:45pm.*

Boise State University Selland College of Applied Technology Center for Workforce Training

To register or for more information,
call (208) 426-1974
or visit on-line at <https://cwtreg.boisestate.edu/>

Construction Site Erosion & Sediment Control/Responsible Person Required by the City of Boise for construction projects that involve land disturbing activities to meet the requirements of the new Construction Site Erosion & Sediment Control Ordinance. Responsible Person Training: Person directly in charge of construction site activity is required to take this 4-hour class. *November 17 OR December 1, 6-10pm. Cost is \$100 + \$55 for City of Boise.*

Construction Site Erosion & Sediment Control-Plan Preparer Required by the City of Boise for construction projects that involve land disturbing activities to meet the requirements of the new

(Continued on page 14)



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(Continued from page 13)

Construction Site Erosion & Sediment Control Ordinance. Plan Designer Training: The person preparing the Erosion & Sediment Control plan must attend both the Responsible Person Training 4-hour class & this 40-hour class. *December 15, 6-10pm. Cost is \$100 + \$55 for City of Boise.*

Legal Issues Designed for the start-up or growing small business, this class will cover the main things to consider when it comes to legal lingo. A review of contracts & agreements typical to the consulting industry, such as engagement letters, consulting contracts, etc., will be covered. For new consulting firms, or business offering services, this course is a must-do! *December 6, 6:30-8:30pm. Cost is \$35.*

Women's Business Center

To register or for more information,
call (208) 336-5464
or visit www.wbcdah.org

New Business Basics No one is ever fully prepared for how challenging it is to start your own business. This workshop can give you a valuable heads-up on all the elements that must come into play as you explore starting your own business. From testing your idea, to writing a business plan, to finding the money you'll need, we'll touch on it in this can't miss session. Includes an overview of resources available at the BIC. *Every Thursday except holidays, 3:30-5pm. Cost is \$10.*

Idaho Associated General Contractors

To register or for more information,
call (208) 344-2531
or visit on-line at www.idahoagc.org

Crane Rigging Qualification - Occupational Safety & Health Administration (OSHA) This course is designed to provide construction contractors, their supervisors & workers with authoritative knowledge on safety & health issues in the construction industry. The scope and application of OSHA construction standards will be addressed. Emphasis will be placed on those areas most hazardous, using OSHA standards as a guide. *November 18, 7:30am-4:30pm. Cost is \$125 for first participant & \$75 for each additional from same company.*

Twin Falls Small Business Development Center

To register or for more information,
call (208) 733-9554 ext. 2455
or visit on-line at
www.csi.edu/support/isbdc/sbdc.html

Introduction to QuickBooks Pro 2004 Designed specifically for Quick Books Pro novices & those who have been using the program but need to make it more **user-friendly**. These workshops will

(Continued on page 15)

Small Business Information Fair

Boise

8:15am-12:30pm

November 18

Idaho Department of Agriculture, 2270 E. Old Penitentiary Road, Boise, Idaho

- When to pay sales tax
- How to avoid penalties
- How to get SBA assistance
- Employer responsibilities

- Which forms to file & when
- Services provided by the Idaho Department of Commerce, SCORE & others

The cost is \$10. To register or for more information, visit www2.state.id.us/iic/register.htm, or call Lola Barnett, Idaho Industrial Commission, at (208) 334-6032.

(Continued from page 14)

teach you the basics: How to set up a company, handle accounts payable & receivable, tracking & aging, bank reconciling, reporting & payroll. Instruction in this accounting software package will help you save time & organize your business finances. The beginning of class will be spent entirely on setting up a company on Quick Books Pro 2004. Prerequisite: Computer literate & familiar with accounting principles. Those using an older version of Quick Books Pro are encouraged to attend. Class is limited to 15 per session so register early to secure your place. *Thursdays, November 4-18, 6-9pm. Cost is \$100.*

Idaho State University

School of Applied Technology Continuing Education, Special Programs

To register or for more information,
call (208) 236-3372
or visit on-line at www.idahosbdc.org

Ethics, Integrity & Accountability No matter what business you're in or what job position you hold, you need to live by a set of ethics, be accountable for what you say and/or do, know your values & stick to them. Examine your behavior & align it with ethics, integrity & credibility. *November 2, 6:30-9:30pm. Cost is \$16.*

E-commerce There are so many things to do in running a business that often the owners/managers don't seem to have enough hours in the day to get them all done. But are you doing enough for your business? Do you know enough about e-commerce to make wise decisions? Do you or should you have a web presence? Participants will learn what it is all about to make good & well-informed decisions for the future. *November 4, 6-9pm. Cost is \$16.*

Marketing Your Website The good news is there are many ways to carry out a marketing plan for your website. The better news is you can find people who can help you do it. The best news is that many of the techniques taught in this class are free & you can do them yourself. Find out ways you can help your business without spending a fortune. *November*

11, 6:30-9:30pm. Cost is \$16.

2004 QuickBooks Accounting Fair 6 hours of workshops will be held featuring hands-on experience in QuickBooks & instruction in basic accounting. Come spend a day with the experts & learn some of the new features QuickBooks has to offer. Or, if you are a real beginner, come & learn the basics and how QuickBooks can make your life more manageable. We'll show you what to do & how to do it. We'll network with interesting people. We'll ask & answer questions about accounting & QuickBooks. We'll solve problems. We'll have fun! Seating is limited & pre-registration is required! *November 22, 8:30am-4:30pm. Cost is \$15.*

Pocatello Small Business Development Center

To register or for more information,
call (208) 232-4921
or visit on-line at www.idahosbdc.org

Small Business Start-up Seminar The Idaho SBDC offers many free services for entrepreneurs -- whether you just have an idea for a business or need a little boost to get your business moving. Join Tom Maydew as he discusses the basics of starting a business in Idaho. Topics include entrepreneurship, business planning, professional relationships, business entities, requirements for employees & business training opportunities. Though training materials will be provided, attendees are asked to bring note-taking instruments. Class size is limited, so please make early reservations. *November 12, 1-4pm. FREE.*

Lorman Education Services

To register or for more information,
call (800) 678-3940 or
or visit on-line at www.lorman.com

Municipal Engineering: A Primer For Non-Engineers This 1-day program will cover the fundamental issues involved in the initial planning,

(Continued on page 16)



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(Continued from page 15)

project design, financing & construction of the municipal infrastructure. Attendees will leave with a clearer understanding of these concepts, as well as the information needed to avoid common but costly pitfalls, and address budgetary & policy concerns. Seminar highlights:

- Water cycle: Finding it, using it, returning it for the next user
- Transportation issues
- Stormwater issues
- Current & future regulatory issues
- Costs, rates & finances
- Panel discussion to help you put all of this information together

Learning objectives:

- Attendee will be able to demonstrate sufficient knowledge of the water cycle
- Attendee will be able to negotiate transportation issues
- Attendee will be able to explain current & future regulatory issues

Seattle, November 17. Cost is \$329.

Construction Management/Design-Build This seminar is designed to give everyone who attends a complete understanding of how construction projects are undertaken today using the most widely accepted methods in the industry. Seminar highlights:

- Pros & cons of management systems
- Suretyship & insurance issues
- Legal relationships & responsibilities
- Role of design-build & construction management in public works contracting
- Learn why design-build has emerged as the best project structure

Learning objectives:

- Attendee will be able to interpret the design-build delivery system
- Attendee will be able to prepare design-build risk management through insurance & bonding
- Attendee will be able to demonstrate an understanding of design-build licensing & structuring considerations

Boise, November 19. Cost is \$299.

Administration & Enforcement Of Wetlands Laws & Regulations

Attendees will learn about these recent state & federal legislative & regulatory developments since SWANNC, including a review of the state law & federal law and guidance enacted or released since SWANNC, a examination of wetland mitigation banking programs & requirements, an analysis of recent regulatory takings decisions involving wetlands, and an update regarding current wetland enforcement issues. Seminar highlights:

- Evolving scope of Clean Water Act jurisdiction/permitting obligations
- Strategies for defending wetlands enforcement action
- Remedies for wetlands permit denials
- Wetland mitigation banking creation & operation
- Planning elements of wetland regulation

Learning objectives:

- Attendee will be able to discuss federal & state wetland protection
- Attendee will be able to identify the process of creating a bank
- Attendee will be able to describe how to use HGM to do wetland mitigation

Salt Lake City, December 10. Cost is \$319.

Public Works Construction Washington public entities undertaking construction projects face comprehensive public contracting statutes, bidding issues & contract claims, which combined pose legal & practical challenges unique to public construction. Seminar highlights:

- Public bidding requirements
- Current developments
- Significant contract clauses
- Arenas for resolution of public works construction disputes

Learning objectives:

- Attendee will be able to identify public bidding requirements
- Attendee will be able to identify significant contract clauses
- Attendee will be able to review arenas for resolution of public works construction disputes

Tacoma, December 17. Cost is \$339.

University of Washington College of Engineering

To register or for more information,
call (866) 791-1275
or visit www.engr.washington.edu

Roundabout Design Concepts & Guidelines

The advantages of the modern roundabout, including modified & improved design features, have again been recognized, more fully explored, and put to the test in the United States.

The instructors for this course will present the findings & guidelines relative to the development & design of the modern roundabout. They will highlight the distinct differences between the older traffic circle & rotary designs and the new design features. They will also address the typical questions of why, where, when & how a roundabout design should be considered as an appropriate intersection solution.

In this course, you will review the planning phase of a roundabout, the operational analysis steps & detailed design guidelines for roundabouts. The planning phase focuses on where roundabouts should be considered and issues inherent in the design & operation. The operational analysis covers the detailed performance of a roundabout and typical measures of effectiveness, such as capacity, delay & queues.

The design phase includes issues related to size, horizontal & vertical alignment, transit, pedestrians, bicyclists, signing & striping. You will perform exercises in team settings and apply & discuss the various elements, standards & features relevant to the development * design of modern roundabouts. The basis for the course is the FHWA document entitled, Roundabouts: An Informational Guide. Highlights include:

- Characteristics of early circular intersections & present-day roundabouts
- Roundabout site selection
- Roundabout planning
- Effectiveness measures for roundabouts
- Roundabout design

November 3-5, 2004, Vancouver. Cost is \$605.

Public Works Construction Project Management Managing the preconstruction & construction phases of public works projects has become increasingly complex with added concerns related to the avoidance or early resolution of claims.

This course focuses on the essential elements of successful project management and is intended for management & engineering personnel involved in field & office operations of public works projects.

Topics include laws governing public works construction in the State of Washington, contract change orders & extra work, specifications, procedures, responsibilities & relationships between the designer, field construction engineering personnel, resident engineer, contractor & subcontractors.

The course also covers the planning & execution of engineering work, inspection of materials & workmanship, the measurement & payment of work completed, and other tasks necessary for ensuring timely progress & avoiding costly delay claims. This workshop emphasizes the field engineering crew, the contractor's personnel & public exposure risks associated with heavy traffic on or adjacent to a project. The course concludes with each participant completing a self-assessment as a project representative. Highlights include:

- Design/construction process
 - Responsibilities & authority
 - Records, reports & documentation
 - Analysis & function of specifications
 - Laws & public agency contracts
 - Construction safety
 - Preconstruction operations
 - Construction planning & scheduling
 - Construction operations
 - Measurement for payment
 - Construction materials/workmanship
 - Changes & extra work
 - Claims, disputes, arbitration
 - Risk allocation
 - Project closeout
 - Lien protection
 - Self-assessment as a project representative
- Seattle, November 18-19, Cost is \$520.*



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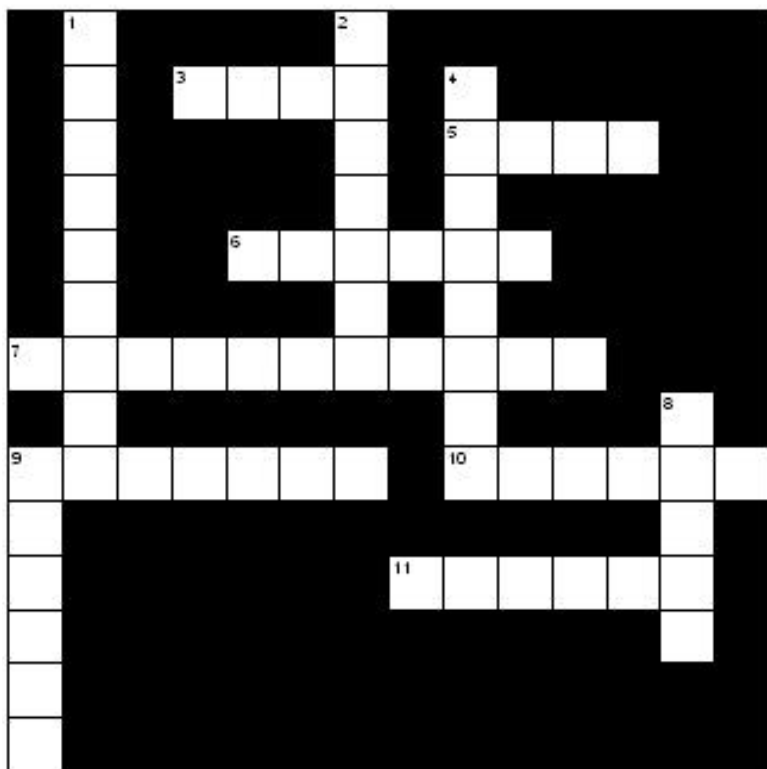


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Travel Expenses



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Are Eligible





Down

1. DUE 11/9/04.
2. ONE OF FIVE.
4. DBE
REMINDER.
8. AWARD FOR
RESISTANCE.
9. DINNER FOR
SCHOLARS.

October Crossword

by
Debby
McCarthy

Across

3. BURLEY BID
CONTACT.
5. TECHNOLOGY
DEVELOPMENT
CONFERENCE.
6. LOANED
COORDINATOR.
7. ON-LINE IN 2005 .
8. 8(a)
ACCOMPLISHMENT.
9. INDICTED
CONSPIRATOR.
10. DISTANCE
LEARNING
PROVIDER.
11. 8(a)
ACCOMPLISHMENT.

(SVBIC, Continued from page 2)

Tech, a technology firm. There is more space available to those who might be interested in the Salmon area to start their business.

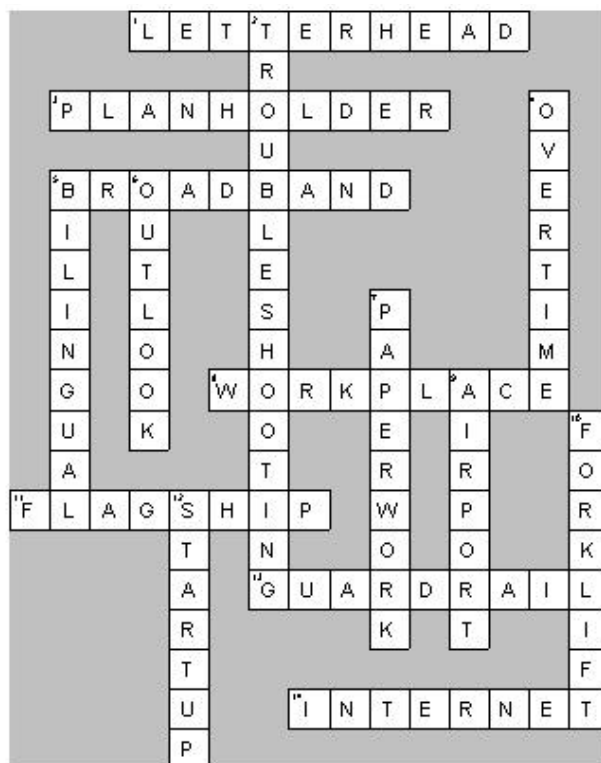
One of the SVBIC's unique features is its distance learning center. The SVBIC works with Idaho State University and conducts distance learning classes. It offers high school credit classes, GED classes and college credit classes. The learning center is equipped with 12 computers, a big screen TV, a projector screen and a smart board. The smart board can project any of the connected computer screens to the big screen TV. For more information about the education area of the SVBIC, visit them online at www.biggreenbuilding.com.

Staff:

Gynii Gilliam – Executive Director

Gynii Gilliam received her Master of Urban and Re-

(Continued on page 21)



September Crossword Key

Invitations to Bid

GILBERT WESTERN CORP.

Requests sub bids and material quotes from subcontractors and suppliers including qualified MBE/WBE/SBRA for the following project:

BURLEY WASTEWATER TREATMENT PLANT UPGRADE

PROJECT 02-01-0089 BURLEY, IDAHO

Bid Due: November 3, 2004 @ 2:00 p.m.

Owner: City of Burley, Idaho

Contact: **Jake Macholtz**, Gilbert Western Corp.

3888 East Broadway Road, Phoenix, AZ 85040-2924

Phone: (602) 437-7700 FAX: (602) 437-7792

Quotes for services/supplies are: electrical, concrete, rebar, landscape, curb & gutter, sidewalk, fence, mechanical, excavation, trucking/hauling.

Gilbert Western Corp. (GWC) intends to seriously negotiate with qualified MBE/WBE/SBRA for project participation. In order to assist MBE/WBE/SBRA subcontractors, GWC will divide the work into smaller units to increase the likelihood of participation and assistance is available in obtaining bonds, lines of credit, or insurance. Please quote your work for Commercial General Liability \$2,000,000 each occurrence/\$4,000,000 Aggregate; Auto liability covering \$2,000,000; Workers Compensation Statutory limits with Employer's Liability of \$1,000,000 with a Waiver of Subrogation and naming GWC and Owner as additional insured. Insurance companies must carry a minimum standard of AM Best rating of A- VII. GWC intends to conduct itself in "Good Faith" with MBE/WBE/SBRA firms regarding participation on this project. Plans and specs may be viewed at our offices or at Burley City Hall, Forsgren Associates, Associated General Contractors or the McGraw Hill plan rooms. If you will be quoting as a subcontractor or material supplier and are not familiar with our standard "Subcontract Agreement" "Material Contract" which we require to be executed, please contact us for a copy.

We are an Equal Opportunity Employer

Consultant Administration Unit

TERM AGREEMENT REQUEST FOR QUALIFICATIONS

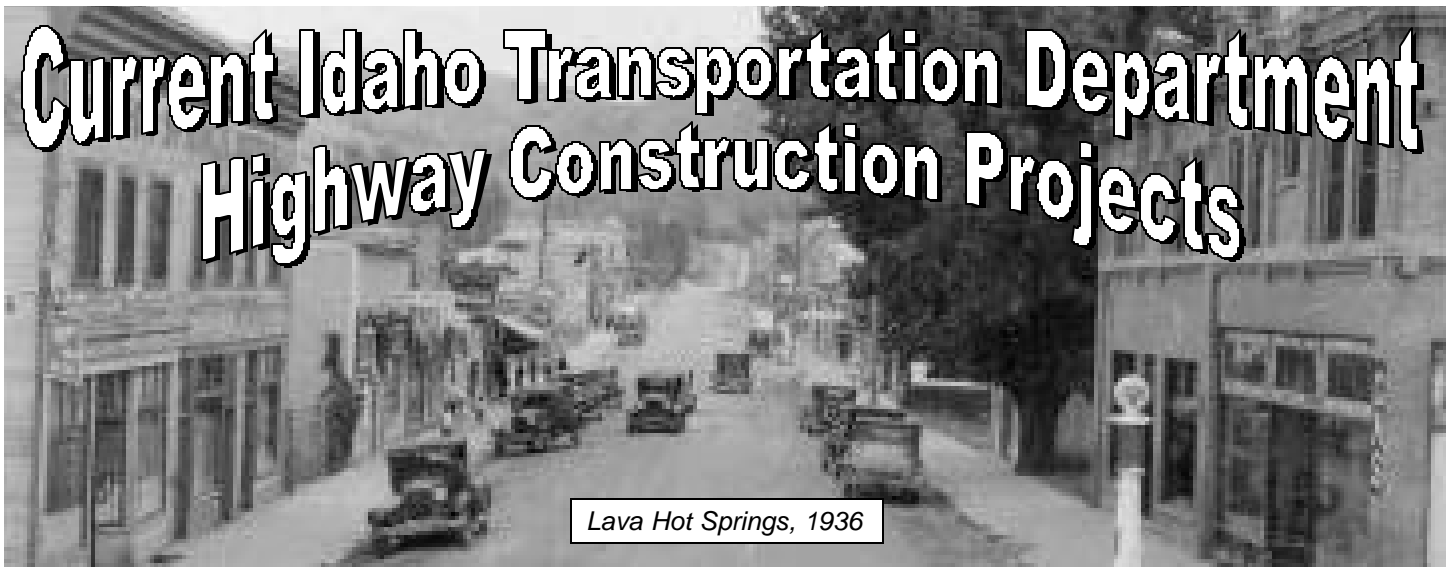
The Idaho Transportation Department (ITD) is accepting proposals for the two-year (2005-2007) term agreement for the purpose of providing professional services. **Proposals are due on Tuesday, November 9, 2004.**

The objective of the term agreement is to have a list of consultants pre-qualified to perform various services on an on-call basis. This list will be used Department-wide, as well as by many local agencies, to select consultants. Typical services would range from specific work tasks (as a portion of a project) up to small projects. In addition, the Term Agreement List may be utilized to short-list consultants for individual project solicitations.

The Request for Qualifications (RFQ) and Category of Service definitions can be downloaded from www.itd.idaho.gov/design/cau/TermAgrSolicitation.htm or a hard copy can be requested by sending an e-mail to Holly.McClure@itd.idaho.gov, or by calling (208) 334-8486. Please note changes in Categories of Service.

The website also lists names of the firms eligible for renewal on the current term agreement. Renewal is accomplished by filling out and submitting the Request for Renewal of Term Agreement form and the Certification Regarding Debarment. Those forms are due no later than November 9, 2004. Also, if renewing and you wish to add additional categories of service to your Term Agreement, you must also submit a proposal for only those new categories you wish to add, as instructed in the RFQ.

Current Idaho Transportation Department Highway Construction Projects



Lava Hot Springs, 1936

For the quickest, most complete notification of these projects as they are put out for bid, visit ITD's "Contractor Information Page" at www.itd.idaho.gov/design/contractors/contrinfo.htm

This excellent resource features *Notice to Contractors*, which alerts you to all upcoming federal-aid and state highway construction projects let through ITD, and list specific details and quantities, the names of resident engineers, and a brief description of the work to be performed.

Also included is: *Quarterly Bidding Forecast*, *Planholder Lists* (updated daily), *Bid Result and Bid Abstract Information*, and *Contract Award Information*.

Best of all, this information is **FREE** on the Internet.

However, if you don't have Internet access, you can also subscribe to ITD's **Notice To Contractors** by calling (208) 334-8430 (1-800-732-2098 within Idaho). There is an annual \$40 fee to cover postage fees.

Certified DBEs are encouraged to call DBE Supportive Services at (208) 334-4442 for free ITD Plans & Specifications if interested in bidding as a subcontractor.

Limit of ONE set of plans per project per DBE firm.

KEY #	PROJECT NAME	BID DATE	COUNTIES	DESCRIPTION	DBE GOAL
8713	Pennsylvania Avenue, SW 4th Street, Fruitland	Post-poned	Payette	Constructing facilities for bicycles & pedestrians on US-95 MP 62.880 to MP 63.688.	5%
8585	District 6 FY05 Seal-coats	10/26/04	Butte, Bonneville & Jefferson	Sealcoating, brooming & traffic control on 49.16 miles of roadway on SH-28, SH-33, US-91 & US-26.	N/A
8350	Genesee to Thorn Creek Road	10/26/04	Latah	Constructing four-lane highway & turn lanes at country road intersections from Genesee to Thorn Creek Road, including 3.05m, 1.83m & 3.658m box culverts on US-95 MP 327.62 to MP 334.411.	6%
7844 8372	Ebbett Way to E. Mountain View Road & Boyer Avenue Connector	10/26/04	Bonner	Curb, storm sewer & approaches, Ebbett Way to East Mountain View Drive; also constructing connector sidewalk & pathway for Boyer Avenue.	8%
9293	District 3 FY05 Region 4 Sealcoats	10/26/04	Adams, Boise & Valley	Sealcoating on SH-55 & US-95 in various locations.	N/A
7165	Craigmont to Culdesac	10/26/04	Nez Perce & Lewis	Constructing CRABS overlay, illumination, Road Weather Information System-Environmental Sensor Station (RWIS-ESS), ATR Traffic Counter, metal guardrail & concrete guardrail on US-95 MP 273.900 to MP 291.358.	N/A



ITD Highway Construction Awards

For Bid Result Information, call (208) 334-8585, or visit on-line at www.itd.idaho.gov/design/contractors/br.htm. Abstracts are also available for projects with more than one bidder.

Award Date	Dist	Project Name	Key #	Project #	Contractor	Amount
9/13/04	2	Guardrail Update	8677	STP-4200(135)	Frank Gurney Inc.	\$233,816.83
9/13/04	3	Cambridge Salt Mitigation	9327	STM-3110(648)	Kim Braun Const. Svcs	\$248,500.00
9/13/04	5	Junction. I-15 NB On & Off Ramps, Blackfoot	8441	NH-1380(101)	Skyview Electric, Inc.	\$377,627.92
9/16/04	4	City Of Rocks BC Byway, Stage 1	7615	PLH-2841(101)	LeGrand Johnson Const. Co.	\$3,022,864.67
9/16/04	3	Int. Meridian Road NR Boise	8817	ST-3230(600)	Central Paving Co., Inc.	\$254,985.20
9/20/04	6	Fremont County Line to Ashton	8284	ST-6804(607)	HK Contractors, Inc.	\$2,696,910.94
10/01/04	6	Arco, West	8820	ST-6350(649)	HK Contractors, Inc.	\$3,796,969.25
10/04/04	6	Canyon Crk Bridge, Madison County	6314	BR-STP-6830(102)	Sletten Construction Co.	\$4,317,131.86
10/07/04	2	Clearwater Memorial Bridge, Lewiston	8355	BR-NH-4117(101)	Concrete Barrier, Inc.	\$396,070.00 w/ 35 days = \$450,320.00

(SVBIC, Continued from page 18)

gional Planning from the University of Michigan, Ann Arbor, and Bachelors Degree in Political Science from UCLA. She has been the Economic Development Director for North Custer & Lemhi County since December 2002.

Gynii's service area covers the region from Stanley to the Montana border, including the Pahsimeroi Valley and Leadore. Her accomplishments range from establishing an ISU-affiliated distance learning program in Salmon to providing assistance to businesses that have created over 100 jobs within the service area in the last two years.

Her current projects include building the Challis Rapid Recovery Observatory, which is in partnership with NASA and Boise State University, expanding the Distance Learning Program to include Challis, and additional job creation through business retention, expansion, and recruitment efforts.

Ginger Street - AmeriCorps*Vista Volunteer/Education Coordinator

Ginger Street is the AmeriCorps*Vista Volunteer/

Education Coordinator for Lemhi and North Custer Economic Development Corporation. She assists the Executive Director, provides assistance to ISU students, and works closely with local businesses to bring Business Development Workshops that are needed within the community. Once Ginger's service for AmeriCorps ends, she will return to school to earn her Physics Degree.

SVBIC Features:

- 15,000 square foot facility
- Houses the Community Distance Learning
- Computer Center
- Economic Development Offices
- Business space for rent or lease: 3 light industrial bays, 7 offices, 2 conference rooms and 1 large open workspace
- Large reception area
- Indoor and outdoor break areas.
- Centralized heating and cooling systems
- Monitored fire alarm system
- Telecommunications capable
- Parking



NON-ITD HWY PROJECT BID OPENINGS

The following is a listing by ITD's DBE Supportive Services from information obtained from other sources including the Idaho Business Network.

These project listings are to be used only for informational purposes by certified DBEs. DBE Supportive Services has not verified the information posted for each project, and cannot guarantee it. DBE Supportive Services does not hold plans or specifications for these projects. The projects may not have DBE goals, depending on the owning agency.

Please refer to the contact name listed on each project for further information, and for copy specifications.

<u>Bid Open Date</u>	10/25/2004	<u>Project Name</u>	Architectural Services - Cambridge, ID
<u>Brief Description</u>	City of Cambridge, in conjunction w/Upper Country Eldercare Coalition, Inc. (UCEC, Inc.) is seeking architectural services for design of new 15-unit assisted living facility to be built in Cambridge, ID. Preliminary design & cost estimates will be used to assist Washington County & UCEC, Inc. in applying for Idaho Community Development Block Grant in Nov. 2005.		
<u>Location</u>	Cambridge, ID		
<u>Project Owner</u>	Washington County, ID		
<u>Plans/Specs Address</u>	The Clerk, City of Cambridge, P.O. Box 220, Cambridge, ID 83610		
<u>Contact</u>	Jennifer Neider	<u>E-mail</u>	eldercare@ctcweb.net
<u>Phone</u>	(208) 257-3479	<u>ext</u>	<u>FAX</u> <u>Website</u>

<u>Bid Open Date</u>	10/25/2004	<u>Project Name</u>	Valley County Facility Improvement
<u>Brief Description</u>	Design & construction of steel building w/concrete foundation, metal siding, windows & insulation at Valley Co. gravel pit site on East Lake Fork Road.		
<u>Location</u>	Valley County, ID		
<u>Project Owner</u>	Valley County, WA		
<u>Plans/Specs Address</u>	219 Main St., PO Box 1350, Cascade, ID 83611		
<u>Contact</u>	County Clerk	<u>E-mail</u>	
<u>Phone</u>	(208) 382-7100	<u>ext</u>	<u>FAX</u> <u>Website</u>

<u>Bid Open Date</u>	10/26/2004	<u>Project Name</u>	Three Crossing Bridges Project
<u>Brief Description</u>	Little N. Fork Clearwater River Bridge, Little Lost Creek Bridge, Little N. Fork Clearwater River Bridge. Incl. minor clearing & grubbing, drainage improvements, erosion control measures, roadway & structural excavation, erecting temporary work bridge, pile driving, concrete placement, compaction, riprap, roadway surfacing, removal & transporting existing Acrow Panel Bridge, furnishing & erecting prestressed concrete beams, and all other incidental items.		
<u>Location</u>	Idaho Panhandle National Forest, ID		
<u>Project Owner</u>	USDA Forest Service		
<u>Plans/Specs Address</u>			
<u>Contact</u>	Nancy H. Traner	<u>E-mail</u>	
<u>Phone</u>	(208) 765-7272	<u>ext</u>	<u>FAX</u> <u>Website</u>

<u>Bid Open Date</u>	10/27/2004	<u>Project Name</u>	Recording Studio Remodel, Idaho State Library		
<u>Brief Description</u>	Incl. construction of new sound insulated room at Idaho State Library to serve as host environment for new prefabricated sound recording booth. New sound booth is provided & installed by owner. Mechanical & electrical connections to booth as well as new recessed floor slab, is by contractor.				
<u>Location</u>	Boise, ID				
<u>Project Owner</u>	Idaho Division of Public Works				
<u>Plans/Specs Address</u>	504 N. 4th Street, Boise, ID 83702				
<u>Contact</u>	Jan P. Frew		<u>E-mail</u>		
<u>Phone</u>		<u>ext</u>	<u>FAX</u>	<u>Website</u>	

<u>Bid Open Date</u>	10/27/2004	<u>Project Name</u>	Teaching & Learning Center, Bid Package 2A, Audio/Video Systems		
<u>Brief Description</u>	Furnishing & installing Audio-Video Systems package for Teaching & Learning Center at University of Idaho.				
<u>Location</u>	Moscow, ID				
<u>Project Owner</u>	Idaho Division of Public Works				
<u>Plans/Specs Address</u>	University of Idaho Facilities Management, 875 Perimeter Dr., Moscow, ID				
<u>Contact</u>	Jan P. Frew		<u>E-mail</u>		
<u>Phone</u>		<u>ext</u>	<u>FAX</u>	<u>Website</u>	

<u>Bid Open Date</u>	10/29/2004	<u>Project Name</u>	Council Senior Center Improvements		
<u>Brief Description</u>	Pre-bid meeting 10/25/04 @ 3:00 PM, 103 S. Main St. Incl. but not limited to: construction of attached garage; covered walkway & vestibule; repair of handicapped accessible bathroom partitions; renovation of existing garage into new meeting & recreational space; and other activities				
<u>Location</u>	Council, ID				
<u>Project Owner</u>	Council Senior Citizens, Inc.				
<u>Plans/Specs Address</u>	P.O. Box 606, Council, ID 83612				
<u>Contact</u>	Karl Augustine, Sage Community Resources		<u>E-mail</u>		
<u>Phone</u>	(208) 332-7033	<u>ext</u>	252	<u>FAX</u>	<u>Website</u>

<u>Bid Open Date</u>	10/30/2004	<u>Project Name</u>	National Recreational Use Monitoring		
<u>Brief Description</u>	Recreation use monitoring for Caribou-Targhee National Forests in southeast Idaho & western Wyoming. Work involves performing user surveys of recreating public at designated locations & timeframes on National Forest System Lands during fall, winter, spring& summer seasons of 2004 & 2005. Work involves 250 survey dates in specified timeframes 12/4/04-9/30/05. Est. start 12/04/04.				
<u>Location</u>	Caribou-Targhee National Forests, ID				
<u>Project Owner</u>	USDA Forest Service				
<u>Plans/Specs Address</u>	R-4 IDAWY Acquisition Service Center, 1405 Hollipark Drive, Idaho Falls, ID, 83401				
<u>Contact</u>	Dallas Hoffer		<u>E-mail</u>	dhoffer@fs.fed.us	
<u>Phone</u>	(208) 557-5834	<u>ext</u>	<u>FAX</u>	(208) 557-5829	<u>Website</u> www.eps.gov/spg/USDA/FS/02S2/R

<u>Bid Open Date</u>	11/3/2004	<u>Project Name</u>	Burley Wastewater Treatment Plant
<u>Brief Description</u>	Civil, architectural, structural, mechanical, electrical & instrumentation work for upgrade w/new structures incl. Screening/Lift Station, grit removal Facility, Oxidation ditches, Blower Bldg., Secondary Clarifiers, RAS/WAS Pump Station, Tertiary Treatment Bldg., Aerobic Digesters, Solids Handling Bldg. And other misc. structures.		
<u>Location</u>	Burley, ID		
<u>Project Owner</u>	City of Burley		
<u>Plans/Specs Address</u>	1401 Overland Ave., Burley, ID 83318		
<u>Contact</u>	Mark Mitton	<u>E-mail</u>	
<u>Phone</u>	(208) 878-2224 <u>ext</u>	<u>FAX</u>	<u>Website</u>
<u>Bid Open Date</u>	11/3/2004	<u>Project Name</u>	City of Cambridge, City Hall Improvements
<u>Brief Description</u>	Pre-bid Conference 10/25/04 @ 3:00 PM, City of Cambridge City Hall. This project will consist of improvements to the City Hall including an ADA entrance, restrooms, and parking improvements.		
<u>Location</u>	Cambridge, ID		
<u>Project Owner</u>	City of Cambridge		
<u>Plans/Specs Address</u>	Cambridge City Hall, City Clerk, 80 S. Superior St., Cambridge, ID 83610		
<u>Contact</u>	Holladay Engineering Company	<u>E-mail</u>	
<u>Phone</u>	<u>ext</u>	<u>FAX</u>	<u>Website</u>
<u>Bid Open Date</u>	11/15/2004	<u>Project Name</u>	Visitor Arrival Center Exhibits
<u>Brief Description</u>	Set Aside: Total Small Business. Design, fabrication & installation of new exhibits & interpretive media in Visitor Arrival Center at Grand Coulee Dam, incl. graphic design & layout, media & multi-media development, development of interactive exhibit components, artwork & illustration, tactile models, 3-dimensional tactile maps, demonstrations, artifacts, lighting & audio-visual components. Also incl. demolition & disposal or recycling of existing exhibits and preparation of all exhibit areas.		
<u>Location</u>	90 miles west of Spokane, WA		
<u>Project Owner</u>	USDI Bureau of Reclamation		
<u>Plans/Specs Address</u>	PNRO 1150 N Curtis Rd, Ste 100, Boise, ID 83706		
<u>Contact</u>	Susie Kramer	<u>E-mail</u>	skramer@pn.usbr.gov
<u>Phone</u>	(208) 378-5156 <u>ext</u>	<u>FAX</u>	<u>Website</u> www1.epa.gov/spg/DOI/BR/BR/05S
<u>Bid Open Date</u>	11/17/2004	<u>Project Name</u>	Honeysuckle Ave. Utility Improvements
<u>Brief Description</u>	Schedule I - Remove existing 16" blind flange w/2" blow off assembly at Station 105+20, Connect, extend new 16" diameter C905 DR25 PVC pipe & appurtenances to Station 125+00. Work incl. but not limited to installing 1 combination air release valve assembly w/subsurface biofilter & partial asphalt road replacement. Schedule II - Installation of approx. 1,460 LF of new 8" diameter SAR 35 PVC sewer pipe and 80 LF of 10" diameter SDR PVC pipe. Work includes but not limited to, the installations of 6 sanitary sewer manholes, 16 sewer stubs, & partial asphalt road replacement. Schedule III - Installation of approx. 2,000 LF of Owner provided new 10" CC900 PVC pipe with appurtenances. Includes installation of 11 water service reconnections, 1 waterline encasement, 2 fire hydrants, 2 water main connections, & partial asphalt road replacement.		
<u>Location</u>	Hayden, ID		
<u>Project Owner</u>	Hayden Area Reg. Sewer Board @ J-U-B		
<u>Plans/Specs Address</u>	10789 N. Atlas Rd., Hayden, ID 83835		
<u>Contact</u>	J-U-B Engineers, Inc.	<u>E-mail</u>	
<u>Phone</u>	(208) 762-8787 <u>ext</u>	<u>FAX</u>	<u>Website</u>

<u>Bid Open Date</u>	11/30/2004	<u>Project Name</u>	8(a) Multiple Award Construction Contract (MACC)
<u>Brief Description</u>	New construction, renovation, alteration, demolition & repair work, incl. any necessary design. Task Orders may incl. following types of scopes of work: design-build, 100% design, performance-based, or combination thereof. Projects will potentially be located at various locations serviced by Engineering Field Activity Northwest (EFA NW) incl. Washington, Oregon, Idaho, Montana & Alaska, but primarily Washington State.		
<u>Location</u>	Poulsbo, WA		
<u>Project Owner</u>	US Department of the Navy		
<u>Plans/Specs Address</u>	Engineering Field Activity, Northwest, 19917 7th Avenue NE, Poulsbo, WA, 98370-7570		
<u>Contact</u>	Mark Snell	<u>E-mail</u>	mark.snell@navy.mil
<u>Phone</u>	(360) 396-0239	<u>ext</u>	<u>FAX</u> (360) 396-0853 <u>Website</u> www1.eps.gov/spg/DON/NAVFAC/N

<u>Bid Open Date</u>	12/1/2004	<u>Project Name</u>	MT PFH 73-1(5), Pioneer Mountains Scenic Bypass
<u>Brief Description</u>	Being considered for total HUBZone Small Business Set-Aside. Consists of 6.88 km of grading, drainage, base, paving, structure, 2 bridges.		
<u>Location</u>	60 km NW of Dillon, MT		
<u>Project Owner</u>	Federal Highway Administration		
<u>Plans/Specs Address</u>	Western Federal Lands Highway Division, 610 East Fifth Street, Vancouver, WA, 98661-3801		
<u>Contact</u>	Western Federal Lands Highway Division	<u>E-mail</u>	contracts@wfl.fha.dot.gov
<u>Phone</u>	(360) 619-7520	<u>ext</u>	<u>FAX</u> (360) 619-7932 <u>Website</u> www1.eps.gov/spg/DOT/FHWA/WF

<u>Bid Open Date</u>	12/1/2004	<u>Project Name</u>	Wastewater System Improvements
<u>Brief Description</u>	Est. \$1,814,000.		
<u>Location</u>	Ririe, ID		
<u>Project Owner</u>	City of Ririe		
<u>Plans/Specs Address</u>			
<u>Contact</u>	Paul Scoresby, Schiess & Associates	<u>E-mail</u>	
<u>Phone</u>	(208) 522-1244	<u>ext</u>	<u>FAX</u> <u>Website</u>

<u>Bid Open Date</u>	4/1/2005	<u>Project Name</u>	Going to the Sun Road Wall Repair, Phase V
<u>Brief Description</u>	Work consists of: 0.509 km of rock bolting, shotcrete, drainage, guardwalls, retaining walls, & 30-minute traffic delay to be shared w/another contractor in area.		
<u>Location</u>	Approx. 65 km NE of Columbia Falls, MT		
<u>Project Owner</u>	Federal Highway Administration		
<u>Plans/Specs Address</u>	Western Federal Lands Highway Division, 610 East Fifth Street, Vancouver, WA, 98661-3801		
<u>Contact</u>	Western Federal Lands Highway Division	<u>E-mail</u>	contracts@mail.wfl.fhwa.dot.gov
<u>Phone</u>	(360) 619-7520	<u>ext</u>	<u>FAX</u> (360) 619-7932 <u>Website</u> www1.eps.gov/spg/DOT/FHWA/WF

This Month in History

October 14, 1964

African American civil rights leader Dr. Martin Luther King, Jr., is awarded the Nobel Peace Prize for his nonviolent resistance to racial prejudice in America. At 35 years of age, the Georgia-born minister was the youngest person ever to receive the award. He donated the prize money, valued at \$54,600, to the civil rights movement.



"I accept this award in behalf of a civil rights movement which is moving with determination and a majestic scorn for risk and danger to establish a reign of freedom and a rule of justice."

Your October Newsletter is Here!

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